

**JASCOM MEETING AGENDA**  
**Aug 3, 2017, 5:30 p.m.**  
**City of Lacey Executive Boardroom**

**MEMBERS PRESENT:** Nicole Hill, City of Tumwater; Jessica Bateman, City of Olympia; Rachel Young, City of Lacey; John Hutchings, Thurston County, Doug Howie, Thurston County Humane Society; Kristin Ripka, South Sound Veterinarians

**MEMBERS EXCUSED:**

**STAFF PRESENT:** Ric Torgerson, Executive Director; Heather Leu, Shelter Manager; Erika Johnson, Supervisory Field Services Officer; Mark Ivanoff, Data & Systems Management Officer

**APPROVAL OF AGENDA:**

**PUBLIC COMMENT:**

**APPROVAL OF MINUTES:**

**ACTION ITEMS:**

**DISCUSSION ITEMS:**

**Q2 Financials**

**ORGANIZATIONAL DEVELOPMENT:**

**Trends/Indicators**

**STAFF PRESENTATION/REPORT:**

**Internet Licensing Sales**

**DIRECTOR'S REPORT:**

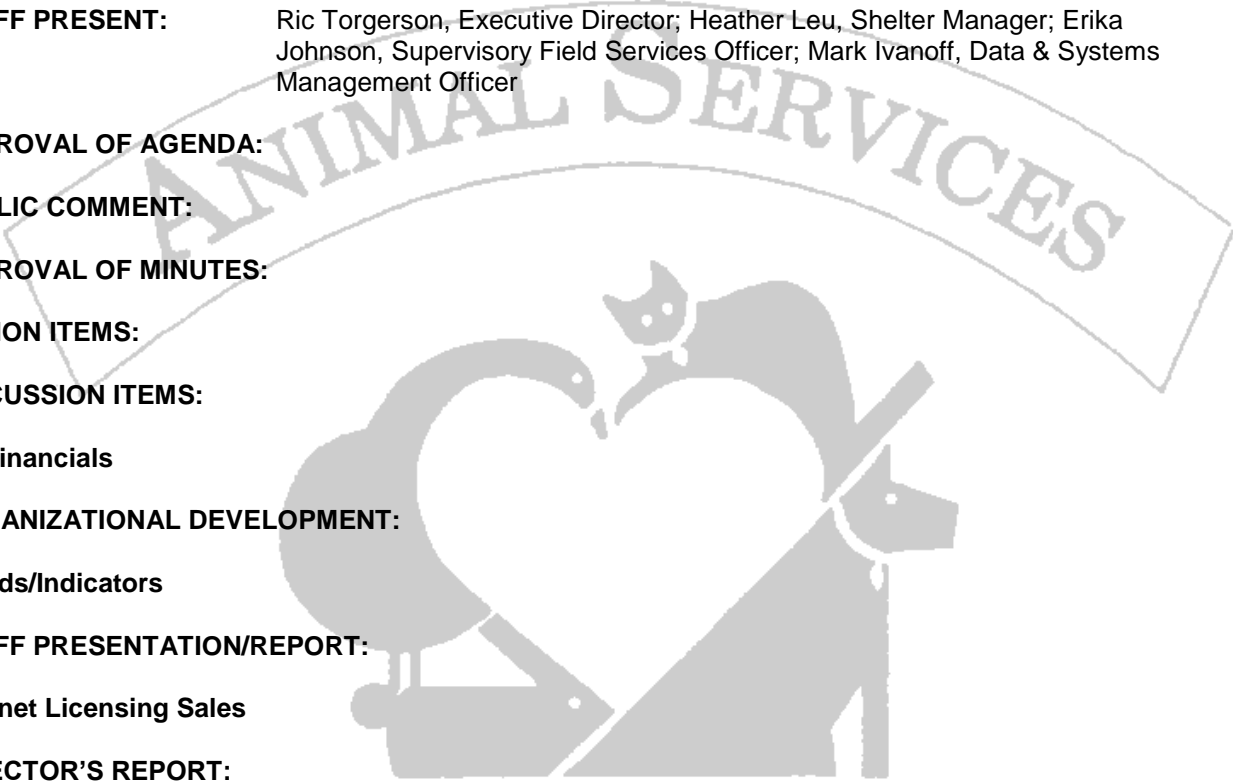
**SHELTER STATISTICS/PRIVATE SOURCED FUNDS:**

**ADJOURNMENT**

**Vision: Our vision is to build a safe and humane community for humans and animals**

**Mission: To foster an environment of respect, responsibility, and compassion for all animals through learning, legislation and leadership.**

**Goals: Ensure and advocate for animal welfare, Promote public safety, Support responsible Animal Ownership**



## **Director's Reporting 2017, JASCOM Meeting August 3<sup>rd</sup>**

**Roof project:** Since our last JASCOM meeting, bids for our roof exceeded cost estimates by a wide margin, ranging from \$75,000 for a layover to \$125,000 for a remove and replace option. This forced us to relook at the sealant application which was also bid with a 15 year warranty (significantly longer than previously reported at 12 years), which improved this option's viability cost wise and in expected useful life. In consultation with the JASCOM Chair we, therefore, made the decision to go ahead with this latter option at \$57,285 which represents the maximum price the agency will be charged. We still expect this work to be completed this year.

**Staff:** By the time of this next board meeting our new Emergency Response Officer, Rachel McIrvine, will have received her commission as a "Special Deputy Sheriff" with authority to perform Animal Services and enforcement of associated TC Code of Ordinances and RCWs 16.04 through 16.72. She has been in orientation and training since her start in early July and is quickly taking on more and more responsibilities in her pursuit of effectively performing all the responsibilities of her ERO position here at Joint Animal Services.

**Data:** Encouraged by our chair and in an effort to improve overall information available to board and staff, we are manually mining statistical data for cases as no database has ever been established to track such information. The lack of an established database forced a manual effort that puts an additional strain on staff. Fortunately, with our seasonal support person in the reception area we are able to pull an experienced and detail oriented permanent staff member part time to assist with this effort. As a part of the process we are designing a database to be better able to compile and use such information going forward.

**Budget:** Senior staff are beginning the 2018 budgetary process and participating in budget meetings with City of Lacey Administrative and Finance staff at this relatively early point in the budget process.

**Case update:** With a few exceptions, the over sixty Guinea Pigs and a few (5) rabbits seized through a warrant served last month all of whom had been forced to live for months to years in exceptionally deplorable conditions, are doing well and gaining weight while at the shelter. Three animals who were deemed old and/or in very poor condition have passed away due to complications as a result of the long standing neglected living conditions where they were found. We are hopeful that the initial hearing in this case will result in ownership transfer to JAS whereupon we will be able to foster and/or adopt all of these animals out to responsible, caring, new owners. In order to ensure this, Erika is currently looking at each individual animal's examination report and developing summaries of each one as part of a supplemental investigative report for the prosecutor prior to the August 3<sup>rd</sup> petition hearing. We will update you at our next meeting that evening.

**MINUTES OF THE JASCOM MEETING**  
**July 6, 2017, 5:30 p.m.**  
**City of Lacey Executive Boardroom**

- MEMBERS PRESENT:** Nicole Hill, City of Tumwater; Jessica Bateman, City of Olympia; Jason Hearn, City of Lacey; John Hutchings, Thurston County, Doug Howie, Thurston County Humane Society.
- MEMBERS EXCUSED:** Rachel Young, City of Lacey; Kristin Ripka, South Sound Veterinarians
- STAFF PRESENT:** Ric Torgerson, Executive Director; Mark Ivanoff, Systems & Data Coordinator; Heather Leu, Shelter Manager; Erica Johnson, Lead Field Officer
- PUBLIC PRESENT:** None
- MEETING BEGAN:** The meeting was called to order at 5:30 p.m. by Chair Hill.
- APPROVAL OF AGENDA:** MEMBER BATEMAN MOVED THAT THE AGENDA BE ACCEPTED AS PRESENTED; MEMBER HOWIE SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.
- PUBLIC COMMENT:** None
- APPROVAL OF MINUTES:** MEMBER HOWIE MOVED THAT THE MAY 31, 2017 MINUTES BE ACCEPTED AS WRITTEN MEMBER BATEMAN SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.
- ACTION ITEMS:** The Members along with staff worked through Agenda Setting for the rest of the year. Several changes were made and a new copy of the Yearly Agenda was emailed out to all members.
- DISCUSSION ITEMS:** Executive Director Torgerson presented a Capital Projects Update. Topics covered included the need for a new roof on the shelter and where we were at on the bidding process. The Kennel upgrade has been put on hold until assessments with Animal Arts are completed. Treatment Room upgrades not completed and is deemed a non-critical upgrade so no time frame available. Hot Water Heater replacement is on an as needed basis.
- ORG DEVELOPMENT:** The board discussed adding an enforcement addition to the Vision, Mission, and Goals. The board and staff agreed to hold a meeting at a later time to discuss changing the wording to include an enforcement element. Member Howie moved to accept the Vision, Mission, and Goals statement in its current form. Chair Hill seconded the motion. The motion carried unanimously.
- STAFF PRESENTATION:** Data and Systems Coordinator Mark Ivanoff presented a proposal for the renovation of the current Field Officers office. The proposed office would supply the Field Officers with their own work space and provide a private office for Lead Field Officer Erica Johnson who deals with criminal investigations. The proposal was asking for \$16,000 that would come out of the Capital Projects funds that was already allocated for Kennels. Member Bateman moved to accept the proposal and Member Hearn Seconded. Member Howie offered a friendly amendment that would give the project a cap of \$20,000 instead of the proposed

\$16,000. Member Bateman motioned that we accept the friendly amendment and Member Hearn Seconded the motion. Motion carried unanimously.

**DIRECTOR'S REPORT:** Executive Director Torgerson shared a recent visit to the new Seattle Humane facility that he and Shelter Manager Heather Leu had undergone. He also openly invited Board Members to visit the new facility as well. Executive Director Torgerson also shared two animal stories. One was of rescued Yorkies and how they had impacted everyone that was involved and the other success was the adoption of a dog from one of our cruelty cases.

**SHELTER STATISTICS:** Shelter Manager Heather Leu presented the Shelter Statistics Report to the Board.

**STAFF PRESENTATION:** Lead Field Officer Erica Johnson was asked to share updates on current cases she was involved in. She shared several case updates including recent convictions and ongoing struggles within the criminal court system.

**NEXT MEETING:** August 3, 2017

**MEETING ADJOURNED:** Chair Nicole Hill adjourned the meeting at 6:54 p.m.

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**Chair, Joint Animal Services Commission**

